

Instructions to Register for COLAs Online

To register for COLAs Online, you will be required to complete a registration form, ATF F 5013.2, COLAs Online Access Request. As part of the registration process, ATF will issue you a user ID and password to obtain access to ATF's COLAs Online system.

You may also be required to complete ATF F 5000.8, Power of Attorney, if you do not have signature authority or power of attorney to sign required documents on behalf of the company for which you are filing label applications. If you already have a power of attorney, you will need to submit a copy of it with the registration form when you apply to register to use COLAs Online. Listed below are some general comments and instructions regarding the power of attorney form.

General Comments

- The purpose of the power of attorney is for the permittee to grant authority to someone to sign required documents on their behalf.
- The form is available as a fillable form on the Internet (<http://www.ttb.gov/forms/word/f50008.dot>) If you download the form, you must be sure that the front and back of the form are printed on a single sheet of paper before you execute it. We will return the form to you if the front and back of the form are printed on separate sheets.
- The form must be submitted in duplicate, each with original signatures, dates and seals.
- Only one appointed attorney is permitted per form. To grant power of attorney to other individuals, separate forms must be completed.

Completion of Form

- Items 1-5, name, address, taxpayer identification number, and ATF permit number of company granting POA.
- Item 5, the permit number should agree with the location shown in item 3. If the company has multiple locations, show the city, state and permit numbers of the other locations in item 8b.
- Item 6, enter name of appointed attorney.
- Item 7, enter business address of appointed attorney.
- Item 8a, must be crossed out if power of attorney is specifically for using COLAs Online.

- Item 8b, enter purpose, e.g. “Execute filing of electronic version of ATF F 5100.31, Certificate of Label Approval only”.
- Item 9, leave blank.
- Item 10, signature of appointed attorney.

Execution of Power of Attorney

- Item 11, signature if business is a sole proprietorship.
- Item 12, signature if business is a partnership or corporation. For a corporation, a vice president or treasurer must sign.
- Item 13, signature by corporation secretary.
- Item 14, affix corporate seal, or if no seal, attach certified copy of resolution authorizing execution of power of attorney.
- Item 15a,b,c Acknowledgement, Witnessing or declaration of POA.
 - Signature of person(s) signing as or on behalf of the principal must be notarized (15a), **or**
 - Witnessed by two disinterested persons (15b).
 - 15c, Declaration by attorney or certified public accountant (this is if the appointed attorney is an attorney or CPA). Enrolled to practice before the Bureau is being eliminated therefore this box should not be checked.

Attach the Power of Attorney forms (duplicate) to the registration form and send to the Bureau of Alcohol, Tobacco and Firearms, Alcohol, Labeling and Formulation Division (ALFD), Washington DC, 20226.

- ALFD will send one copy back to the permittee. (The original will be sent to the National Revenue Center and ALFD will keep a copy with the COLAs Online registration form in Bureau Headquarters).

If you have any questions, you can contact ALFD Customer Service at (202) 927-8140, toll free (866) 927-ALFD (2533) or via email at: alfd@ttb.treas.gov.